



HOW TO PRINT FROM A PERSONAL DEVICE

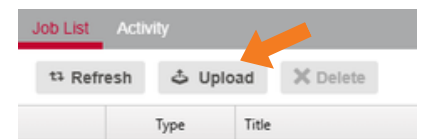
1 **Save** the document you want to print to your device.

2 **Scan** the **QR code** or visit **print.bpl.org** in your web browser.



3 **Log in** with your **library card number** and 4-digit **PIN**.

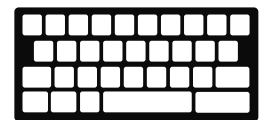
4 **Click Upload** and select the document you want to print.



5 **Check the box** next to the document and **select print options** at the bottom of the page to modify the default setting, which is one copy, single-sided, in black and white.

Cost is based per side. You may preview your print job.

6 **Go to a printer or copier and log in** with your **library card number** and 4-digit **PIN** by pressing the keyboard icon in the upper right-hand corner.



7 Select **Print Release**. A pop-up with your printing balance will appear. Press **Okay**. Select **Print All** at the bottom of the screen.

When finished, press **Exit**, then your **library card number**, and **Logout**.